

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES  
FOR CAPITAL IMPROVEMENT PROGRAM AND OPERATING BUDGET PROJECTS  
FOR THE DEPARTMENT OF LAND AND NATURAL RESOURCES  
FOR FISCAL YEAR 2017**

(Chapter 103D-304, Hawaii Revised Statutes)

The Department of Land and Natural Resources (DLNR) may require qualified professional consultants to provide planning, architectural, engineering (all disciplines), land surveying, land appraisal, landscape architectural, construction management and/or other related professional services for its Capital Improvement Program and/or operating budget projects appropriated during Fiscal Year 2017 (July 1, 2016 to June 30, 2017).

**Capital Improvement Program (CIP) Projects**

DLNR may require qualified professional services for the following CIP projects:

1. Lump Sum CIP – State Parks Improvements, Statewide
2. Lump Sum CIP – Improvements at Boating and Ocean Recreation Facilities, Statewide
3. Pu'u Wa'a Wa'a Structure Improvements and Dam Compliance, Hawaii – facility improvements
4. Rockfall and Flood Mitigation, Statewide – various locations
5. Ala Wai Canal Dredging, Oahu
6. DOFAW Baseyard Improvements, Statewide – various locations
7. Deep Monitor Wells, Statewide – construct and/or repair deep monitor wells
8. Watershed Initiative, Statewide – watershed protection, management and administration
9. Ala Wai Watershed Flood Study, Oahu (FF) – investigate and/or mitigate flooding
10. Maui Office Annex Building, Maui – new facility to support departmental operations
11. State Parks Hazard Mitigation Improvements, Statewide - including natural, arboreal and anthropogenic hazards
12. Central Maui Regional Park, Maui – new regional park
13. Royal Hawaiian Groin Replacement, Oahu
14. Eku Stream Flood Control and Drainage Improvements, Phase I, Oahu
15. DOFAW Emergency and Natural Disaster Response Infrastructure, Statewide – support for fire and natural disaster response
16. Flood and Hazard Environmental Abatement, Oahu – improvement to control various flood or environmental hazards
17. Kawainui Environmental Restoration Project, Oahu – environmental cleanup, wildlife habitat restoration and management facility enhancements
18. Hanahanapuni Firing Range Project, Kauai
19. Tantalus and Roundtop, Oahu – master plan
20. Hamakua Marsh, Oahu – shared-use pathway
21. Kahoolawe Island Reserve Commission, Hawaii – education center, exhibit area/visitor center and administrative building
22. Waiakea Uka Community Center, Hawaii – new community center
23. North Kawaihae Small Boat Harbor, Hawaii – navigational and other facility improvements
24. Lahaina Small Boat Harbor, Maui – dredging and buoy replacement
25. Waianae Small Boat Harbor, Oahu – pier replacement
26. Heeia Pier, Oahu – wastewater treatment system
27. Waiakea Canal Boat Ramp, Kauai – various facility improvements
28. Waikiki Beach Maintenance, Oahu – beach nourishment
29. Waimea River Crossing, Kauai – concrete ford crossing

30. Dam Assessments, Maintenance and Remediation, Statewide – dam improvements
31. Peekauai Ditch Maintenance, Waimea Valley, Kauai – ditch maintenance
32. Anuenue Fisheries Research Center Sewerline, Oahu – sewerline connection
33. Hilo Forest Reserve, Land Acquisition, Hawaii – land acquisition to forest reserve
34. Kohala Water Study, Hawaii – study of new and existing water sources in Kohala region
35. East Maui Water Systems, Maui – water systems in East Maui
36. Heeia Pier, Oahu – remediation of mole for Row 200
37. Pohoiki Boat Ramp, Hawaii – boat ramp repairs
38. Lipoa Point at Honolulu Bay, Maui – health, safety and public improvements at Lipoa Point
39. Maalaea Small Boat Harbor, Maui – dredging
40. Kihei Boat Ramp, Maui – maintenance dredging, parking lot and access road improvements

### **Operating, Repair and/or Maintenance (Operating Budget) Projects**

DLNR may require qualified professional services for operating, repair and/or maintenance projects involving the following disciplines:

1. Architecture
2. Civil engineering
3. Mechanical engineering
4. Electrical engineering
5. Geotechnical engineering
6. Structural engineering
7. Environmental engineering
8. Coastal engineering
9. Construction management
10. Land surveying
11. Landscape architecture
12. Planning – including water resource planning, hazard mitigation/response planning, historic preservation planning or community planning
13. Archaeology – including cultural assessments
14. Geothermal engineering or planning
15. Environmental consulting/planning
16. Environmental permitting – including EA/EIS preparation
17. Ground/surface water hydrology
18. Legal service as administrative hearings officer
19. Real property appraisal, including highest and best use analyses
20. Computer science or engineering, including IT development, application programming, database development, geographic information systems (GIS) development, website development, and LAN/WAN implementation services
21. General engineering for dam safety – including analysis, inspection, remediation and regulation
22. General engineering for levee maintenance and operation – including inspection and remediation
23. Auditing – including compilation and audit of financial statements
24. Geology

### **Qualifications**

Professional registration in the State of Hawaii is required for the provision of engineering, architectural and/or surveying services. Planning firms must have the necessary education, training and experience. Construction management firms must have a Hawaii licensed architect or engineer on staff. Professional liability insurance (i.e., errors and omissions) may be required for certain projects based on the scope of work.

### **Submittal Requirements**

Firms or individuals interested in being considered for selection and who are qualified to provide such service(s) are requested to submit one (1) copy of each of the following:

1. Letter of Interest (on company letterhead) signed and dated by an authorized representative;
2. Completed Attachment A (included at the end of this solicitation) indicating the specific professional service discipline(s) and specific CIP project(s), if applicable, for which to be considered;
3. Completed and signed DPW Form 120 (rev. 6/99) or Federal Standard Form 330.  
NOTE: A DPW Form 120 may be obtained at the Kalanimoku Building, Room 221, 1151 Punchbowl Street, Honolulu, downloaded from <http://hawaii.gov/forms/departments-of-accounting-and-general-services/cip-dpw-120/view> or by calling (808) 587-0230;
4. Any other promotional or descriptive literature desired (optional);
5. Any other information specific to the discipline(s) or project(s) that would aid in qualifying your application (optional); and
6. A CD with PDF files of the above items.

NOTE: Submittals missing any or all of items above will be deemed incomplete and will not be reviewed or considered until all items are received.

Deliver or mail documents to:

Ms. Suzanne D. Case, Chairperson  
Department of Land and Natural Resources  
1151 Punchbowl Street, Room 130  
Honolulu, Hawaii 96813

Facsimile or e-mail submittals will not be accepted.

DLNR will not be responsible for lost or misdirected mail or delivery.

### **Submittal Deadlines**

Completed submittals must be received at the above address and time stamped by **4:30 p.m., June 15, 2016**. Submittals received or incomplete submittals completed after the June 15, 2016 deadline will be considered "Late". Qualified "Late" applicants will be considered for projects for the balance of the fiscal year by the following schedule:

<u>Date Received (Time stamp) or Deemed Completed</u>	<u>Applicant Eligible Starting</u>
June 15, 2016 (4:31 p.m.) to September 15, 2016 (4:30 p.m.)	October 1, 2016
September 15, 2016 (4:31 p.m.) to December 15, 2016 (4:30 p.m.)	January 1, 2017
No "Late" submittals will be accepted after 4:30 p.m., December 15, 2016.	

### **General Information**

- If, during the Fiscal Year, there are any changes to contact information, company status, or qualifications to provide services, such information should be submitted to the delivery address as soon as possible.
- Requests to provide services for additional disciplines or projects not indicated in the initial submittal may be submitted up to the December 15, 2016 deadline; however, the review for the eligibility of such additional requests will coincide with the schedule for "Late" submittals.
- The selection of professionals will be made in accordance with Section 103D-304, Hawaii Revised Statutes (HRS) and Subchapter 7 of Chapter 3-122, Hawaii Administrative Rules (HAR), as amended. The selection criteria employed in descending order of importance shall be:
  1. Experience and professional qualifications relevant to the project type.

2. Past performance on projects of similar scope for public agencies or private industry.
  3. Capacity to accomplish the work in the required time.
  4. Any other criteria as determined by the selection committee to be relevant or necessary.
- The selection committee will give first consideration to those professionals who expressed interest in the specific project or project type. However, the selection committee may consider all professionals who responded to this notice when in the best interest of the State.
  - Not all the listed projects will necessarily be implemented during the fiscal year. Also, DLNR may implement projects other than those specifically listed without additional notices. Certain listed projects may be advertised again in order to obtain additional information or if the response to this notice is deemed inadequate. Other projects may also be advertised at a later date on the State and County Procurement Notices website at: <http://spo3.hawaii.gov/notices/notices>
  - At the time of contract award, the selected professional service provider will be required to provide a tax clearance, labor certificate, and a Certificate of Good Standing as required in HRS §103D-310(c) and HAR §3-122-112. In lieu of these three certificates, the selected professional service provider may submit an original CERTIFICATE OF VENDOR COMPLIANCE issued via an online system known as “Hawaii Compliance Express” and operated by the State’s Portal Manager. For details and registration regarding this online application process, see: <http://vendors.ehawaii.gov/hce/>
  - Contributions by State and County Contractors Prohibited - If awarded a contract in response to this solicitation, the selected professional service provider agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract. For more information, contact the Campaign Spending Commission at (808) 586-0285 or visit: <http://hawaii.gov/campaign/>

DLNR reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the State.

/s/ Suzanne D. Case

SUZANNE D. CASE, Chairperson  
Department of Land and Natural Resources

PNS Date: May 11, 2016

**ATTACHMENT A**  
**Department of Land and Natural Resources**  
**FY 2017 Professional Services**

- A completed ATTACHMENT A must be included with your submittal.
- Firms or individuals must indicate the specific Professional Service discipline(s) and specific CIP project(s), if applicable, for which they wish to be considered.
- DLNR does not guarantee that selections will be made for all disciplines or projects listed and reserves the right to select multiple providers for each discipline or project listed.
- DLNR reserves the right to combine similar type projects in each category and to select professional to provide services for more than one project.

PLEASE PRINT OR TYPE

Individual/Firm Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Date: \_\_\_\_\_

Form Submitted: ☐ DPW 120 ☐ Federal Standard Form 330

**Professional Services Discipline(s) Requested:** (check all applicable boxes)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1. Architecture              | <input type="checkbox"/> 9. Construction management             | <input type="checkbox"/> 17. Ground/surface water hydrology     |
| <input type="checkbox"/> 2. Civil engineering         | <input type="checkbox"/> 10. Land surveying                     | <input type="checkbox"/> 18. Legal service as admin hrs officer |
| <input type="checkbox"/> 3. Mechanical engineering    | <input type="checkbox"/> 11. Landscape architecture             | <input type="checkbox"/> 19. Real property appraisal            |
| <input type="checkbox"/> 4. Electrical engineering    | <input type="checkbox"/> 12. Planning                           | <input type="checkbox"/> 20. Computer science or engineering    |
| <input type="checkbox"/> 5. Geotechnical engineering  | <input type="checkbox"/> 13. Archaeology                        | <input type="checkbox"/> 21. General engineering for dam safety |
| <input type="checkbox"/> 6. Structural engineering    | <input type="checkbox"/> 14. Geothermal engineering or planning | <input type="checkbox"/> 22. General engrg for levee maint/opns |
| <input type="checkbox"/> 7. Environmental engineering | <input type="checkbox"/> 15. Environmental consulting/planning  | <input type="checkbox"/> 23. Auditing                           |
| <input type="checkbox"/> 8. Coastal engineering       | <input type="checkbox"/> 16. Environmental permitting           | <input type="checkbox"/> 24. Geology                            |

**Project(s) Requested:** (check all applicable boxes)

- ☐ Operating Budget Projects (specific projects to be determined)

**CIP Projects:**

- ☐ 1. Lump Sum CIP – State Parks Improvements, Statewide
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- ☐ 7. Deep Monitor Wells, Statewide – construct and/or repair deep monitor wells
- ☐ 8. Watershed Initiative, Statewide – watershed protection, management and administration
- ☐ 9. Ala Wai Watershed Flood Study, Oahu (FF) – investigate and/or mitigate flooding
- ☐ 10. Maui Office Annex Building, Maui – new facility to support departmental operations
- ☐ 11. State Parks Hazard Mitigation Improvements, Statewide - including natural, arboreal and anthropogenic hazards
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- ☐ 14. Eku Stream Flood Control and Drainage Improvements, Phase I, Oahu

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- ☐ 15. DOFAW Emergency and Natural Disaster Response Infrastructure, Statewide – support for fire and natural disaster response
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----- (for DLNR use only) -----

Review Committee #1 - Discipline   A/E  

checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_

Review Committee #2 - Discipline \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_

Review Committee #3 - Discipline \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_

Review Committee #4 - Discipline \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_    checked by \_\_\_\_\_ date \_\_\_\_\_